Itinerary For
General Hal M. Hornburg
Commander, Air Education and Training Command
8-9 August 2000
As of: 8 Sept 2000 1530hrs (type current date/time-don't use date time command)
(*) Denotes recent change to itinerary

Purpose Of Visit: Participate in ACSC opening ceremony, brief OTS, SOS and ABC, tour Maxwell, and have breakfast and lunch with troops (Very briefly state the purpose of the visit)

Host: (The senior AU representative for the visit)
e.g.. Lt Gen Lord if DV is a 3-4 star or equivalent and/or if DV will see more of AU than one location
Maj Gen MacGhee if DV will visit only AWC
Brig Gen Speigel if DV will visit only AFOATS
Use this format example for listing the Host's and the following support officer's names:
Brig Gen John M. Speigel (John) Commander, AF Officer Accession & Training Schools

Members Of Visiting Party:	Lodging And Phone Number
General Hal M. Hornburg, Commander Air Education and Training Command (AETC/CC)	Montgomery Suite 334-953-2055 x 5622
Mrs. Cynthia Hornburg, Spouse of AETC/CC	Montgomery Suite 334-953-2055 x 5622
Colonel John Brower, AETC/EDA	Twinning Suite 334-953-2055 x ****
Major Bernard (Jock) Dodson, AETC Command Action Group	O'Malley Suite 334-953-2055 x ****
Captain Brent Bigger, Aide-de-camp	James Suite 334-953-2055 x ****
CMSgt William Milligan, AETC/CCM Command Chief Master Sergeant, AETC	Bldg. 697 Rm 5956 334-953-2055 x ****

Escort Officer: (The primary person assigned to be with the DV and go from place to place with him/her) e.g..
Brig Gen John M. Speigel (John) Commander, AF Officer Accession & Training Schools
(W) DSN 493-3-7085; COMM 334-953-7085; (H) 334-XXX-XXXX

Project Officer: (Visit's Primary Point of Contact POC, and the person responsible for creating, managing, modifying, printing and distributing the itinerary) e.g..
Captain Howard E. Byrd, Jr. (Howard), Protocol Officer, Air University
(W) DSN 493-4577; COMM 334-953-4577; (H) 334-396-4975; (Cell) 334-207-0149

Protocol Officer: (If different than the Project Officer this person from the Protocol Office is responsible for the visit details to include: meals, lodging, parking signs, transportation plan, and providing ceremony guidance if required) etc. If this person is the same as the Project Officer, delete this entry)
Captain Howard E. Byrd, Jr. (Howard), Protocol Officer, Air University
(W) DSN 493-4577; COMM 334-953-4577; (H) 334-396-4975; (Cell) 334-207-0149

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Tuesday
8 August 2000

	Dress: UNIFORM OF THE DAY (SSS w/o tie for stage participants)
1150 (P)	Arrive Maxwell Base Ops
	MIL AIR, C-38, Mission #EBA108057, Call Sign: Boxer 057
	Greeted By: **Lt Gen Lance W. Lord (Lance)**
	Commander Air University (AU/CC)
	Mrs. Beccy Lord (Beccy)
	Spouse of AU/CC
	Maj Gen David F. MacGhee , Jr. (Dave)
	Commandant, Air War Colle.g.e/ Vice Commander Air University AU/CV
	Mrs. Kathy MacGhee (Kathy)
	Spouse of AU/CV
	Col Al Allenback (AL)
	Commander 42nd Air Base Wing (42 ABW/CC)
	Ms. Jeanne Charbonneau (Jeanne)
	Spouse of 42 ABW/CC
1155-1200	Travel from Maxwell Base Ops to Maxwell Officers' Club via DV Surrey
	Accompanied by: Greeting Party
	Greeted By**: Brig Gen (Sel) John T. Sheridan (Tom)**
	Commandant, Air Command and Staff Colle.g.e (ACSC)
1200	Arrive Maxwell Officers' Club
1200-1255 (P)	Working Lunch with Various Air University Attendees (Old South Room)
	(List here the names of General Officers who will attend)
	GO Attendees:
	Lt Gen Lord
	Maj Gen MacGhee , Jr.
1255-1300	Travel from O' Club to Officer Training School (OTS)
	Accompanied By: **Lt Gen Lord**
1300	Arrive OTS
	Greeted By: **Brig Gen John Speigel (John)**
	Commander Air Force Officer Accessions and Training (AFOATS)
	Lt Col Darrell Sims (Darrell)
	Commander OTS
1300-1350	AFOATS Orientation (Issues)
1350-1355	Travel from OTS to Community Colle.g.e of the Air Force (CCAF)
	Accompanied By: **Lt Gen Lord**
1355	Arrive CCAF
	Greeted By: **Col Jim McBride (Jim)**
	Commander CCAF
	Chief William Milligan
	AETC/CCC

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1355-1425	CCAF Orientation (Issues)
1425-1430	Travel from CCAF to 42 ABW Headquarters Accompanied By: **Lt Gen Lord**

1430	Arrive 42 ABW
	Greeted By: **Col Al Allenback (Al)**
	      42 ABW/CC
	      Chief Robert Muthard (Bob)
	      42 ABW/CCC

1430-1500	42 ABW Briefing Wing Conference Room
1500-1550	42 ABW Tour
1550-1600	Travel from 42 ABW to Blue Thunder Site Accompanied By: **Col Allenback**

1600	Arrive Blue Thunder
	Greeted By: **Lt Gen Lord**
	      Lt Col Dale Shoupe (Dale)
	      Commandant Aerospace Basic Course (ABC)

1600-1620	Blue Thunder Indoctrination
1620-1625	Travel from Blue Thunder Site to Air Force Doctrine Center (AFDC) Accompanied By: **Lt Gen Lord**
1625	Arrive AFDC Greeted By: **Maj Gen Lance Smith (Lance)** Commander AFDC
1625-1640	Office Meeting with Maj Gen Smith
1640-1655	Interview with Maxwell-Gunter Dispatch in Chaplain School Foyer Conducted By: **TSgt James Lapp (Jim)** Editor of the Maxwell-Gunter Dispatch
1655-1700	Travel from AFDC to Brett Hall Accompanied By: **Lt Gen Lord**
1700	Arrive Brett Hall
1700-1825	At Leisure
1825-1830	*Dress: Slacks Open Collar Shirt* Travel from Brett Hall to Curry House Accompanied By: **Maj Gen MacGhee** **Mrs. Kathy MacGhee**

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1830 (P)	Arrive Curry House Greeted By: **Lt Gen Lord** **Mrs. Lord**
1830-2030 (P)	Dinner at Curry House
2030	Travel from Curry House to Brett Hall Accompanied By: **Lt Gen Lord**

WEDNESDAY 9 August 2000	<mark>ALL LUGGAGE SHOULD BE STAGED IN THE REPECTIVEROOMS. AU PROTOCOL WILL PICK IT UP AND HAVE IT AT BASE OPS PRIOR TO DEPART</mark>
0700-0705	***Dress: SHORT SLEEVE SHIRT with TIE (with Service Dress Coat Available)*** Travel from Brett Hall to Breakfast at the Maxwell Dining Hall Accompanied By: **Lt Gen Lord**
0710 (P)	Arrive Maxwell Dining Hall Greeted By: **Chief Muthard** **Chief Milligan**
0710-0755 (P)	Breakfast with Maxwell-Gunter Enlisted Troops
0755-0800	Travel from Maxwell Dining Hall to ACSC Accompanied By: **Lt Gen Lord**
0800 (P)	***Dress: SERVICE DRESS*** Arrive ACSC Greeted By: **BG (Sel) Tom Sheridan (Tom)** Commandant Air Command and Staff Colle.g.e (ACSC)
0800-0825 (P)	DV Reception & Ceremony Pre-Brief
0830-0930	ACSC Opening Ceremony
0940-1000	ACSC Orientation
1000-1005	Travel form ACSC to Squadron Officer Colle.g.e (SOC) Accompanied By: **Lt Gen Lord**
1005	Arrive SOC Greeted By: **Col Ann Testa (Ann)** Commander SOC **Col Dave Fundarek (Fundo)** Commandant Squadron Officer School (SOS) **Lt Col Shoupe**
1005-1045	SOC Orientation SOC Conference Room
1045-1050	Travel from SOC to Polifka Auditorium Accompanied By: **Lt Gen Lord**

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1050	Arrive Polifka Auditorium
1050-1100	Address Preparation Polifka DV Lounge
1100-1200 (P)	***Dress: SHORT SLEEVE BLUE SHIRT*** Address ABC Class
1200-1205	Travel from Polifka Auditorium to O' Club Accompanied By: **Lt Gen Lord**
1205	Arrive O' Club Greeted By: **Capt Scott Sanders-** AU- Protocol
1205-1250 (P)	Lunch with SOS Students (Daedalian Room)
1250-1255	Travel from O'Club to Polifka Auditorium
1255	Arrive Polifka Auditorium Greeted By: **Col Testa** **Col Fundarek**
1255-1310	Address Preparation
1310-1400 (P)	***Dress: SHORT SLEEVE BLUE SHIRT*** Address SOS Class
1405-1410	Travel from Polifka Auditorium to Maxwell Base Ops Accompanied By: **Lt Gen Lord**
1410 (P)	Arrive Base Ops and Depart Maxwell AFB for Keesler AFB **MIL AIR, C-21, Mission #EBA118057, Call Sign: JOSA 057**

(P) Denotes Photographs

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Primary Visit Points of Contact

Organization	POC (name)	Phone Number(s)
Gen Hornburg's Aide	Capt Brent Bigger	Xxxx

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Additional Tips and Explanations:
(Please DO NOT include this page in your itinerary)

1. When entering a name in an itinerary item, enter the rank (**bold**), (proper abbreviation is fine), full name (**bold**) (First, Middle Initial and Last) and the person's title (**bold**). Then add in parentheses the "Go-By name" (**bold**). Only add person's full name, title, and Go-By-name at the first listing of the name on the itinerary. For every other listing, only enter the rank and last name.

2. If you use the Insert Date and Time Command, it will automatically update each time a person opens it (which is a bad thing). **Therefore**, manually type in the date and time in the heading area—(double click the heading area to enter and edit it).

3. Include the MIL AIR details (Time, Airplane type, Mission #, Call sign) for arrival and departure.

4. Highlight sections with yellow that you feel need special attention or to ask a question that we need the Commander to answer.

5. Delete all instructions typed in **RED** and explanations on how to do the itinerary found in this model when you build your visit's itinerary.

6. (P) Put this symbol next to places where you will have a photographer present to shoot pictures.

7. (*) Denotes recent change to itinerary.

8. Please don't change the font size or try to conserve space. It becomes too difficult to read when it is small and squeezed together. Font size for the body of the itinerary is **10**

9. On the Primary Visit Points of Contact page, put essential names only. Suggested examples include POC at the DV's point of origin (e.g.. The Pentagon POC), the name of the POC at AFOATS, or SOC etc. Please avoid cluttering this page with unnecessary names and numbers.

10. On page 1, Lodging and phone number, enter suite name and 334-240-5600 x (four digit extension of the DV suite assigned for the visiting member). e.g. Montgomery Suite
    334-953-2055 x 5622 (please be careful to not advertise widely, this phone information. It is FOUO.

11. At the "Dress" areas, indicate what the attire will be. If you state "UNIFORM OF THE DAY" then in parentheses, state what that means and for who.
    e.g.: Dress: (sss w/ tie for stage participants) or (sss w/o tie for stage participants). sss means short sleeve shirt.

12. For correct abbreviations, please refer to "'Til Wheels Are Up" on the AU Protocol website Chapter 7, Titles and Forms of Address. This document is the USAF guide to protocol and is full of valuable information.

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13. When listing an acronym several times, make sure you spell it out once, followed by the acronym the first time.
    e.g.: Community Colle.g.e of the Air Force (CCAF)
14. Notice the page numbers at the bottom of each page.
15. Save your itinerary under a different name (other AU Protocol Template) on the
    M Drive: Protocol/Itineraries and in the folder (if applicable) that you create for this visit.
16. This itinerary is a work in progress. This is our best attempt at this point. If you have suggestions for improvement, please send to them or contact Major Haseltine, Chief of AU Protocol 3-2095, for consideration.